SEMsTERT 1 2013 - IMPORTANT INFORMATION FOR POSTGRADUATE STUDENTS

The School of Mathematics and Statistics has adopted a number of policies relating to enrolment, attendance, assessment, plagiarism, cheating, special consideration etc. These are in addition to the policies of the University. Please take the time to read the following policies.

Individual courses may also adopt other policies in addition to or replacing some of the School ones. These will be clearly notified in the Course Initial Handout and on the Course Home Page on the School of Mathematics and Statistics web site.

http://www.maths.unsw.edu.au/currentstudents/course-homepages

Students in courses run by the School of Mathematics and Statistics should be aware of the School and Course policies by reading the appropriate pages School of Mathematics and Statistics web site.

The School of Mathematics and Statistics will assume that all its students have read and understood the School policies on the above pages and any individual course policies on the Course Initial Handout and Course Home Page. Lack of knowledge about a policy will not be an excuse for failing to follow the procedures in it.

The following is a brief outline of some of the most important Mathematics and Statistics School policies.

1. Course Enrolment

It is each student’s responsibility to know the rules for their degree program and be enrolled in the correct courses by the census date. This information can be found through the 2013 UNSW On-Line Handbook at the following web site:


It is the student’s responsibility to know the rules for their degree program and be enrolled in the correct courses. The deadline for students to add a course is the first week of classes, Week 1. The School of Mathematics and Statistics can advise students if needed, but the student is ultimately responsible for the courses they wish to enrol in. As most PG courses have “School Consent Required” students are unable to enrol directly on-line. Students however have the ability to drop courses through MyUNSW. To enrol you will need to send an email to Julie Hebblewhite, Student Services Manager – j.hebblewhite@unsw.edu.au and supply your name, student number and the courses you wish to be enrolled in. Julie will then process your enrolment. If you are unsure of what courses you need to enrol in or you need to enrol in the project course, please contact Dr. Donna Mary Salopek pg.MathsStats@unsw.edu.au

It is important to check your enrolment through MyUNSW. If you need to make any changes before the end of the first week of semester please contact Julie Hebblewhite via e-mail or her office is located Red Centre East, Level 3, Room 3088. The census date to drop a course without financial penalty is 31st March for Semester 1 or 31st August for Semester 2. Before the census date students are able to drop courses themselves through myUNSW.
2. Program Leave or Discontinuation

From Semester 1 2013 students can apply for Program Leave or Discontinuation of Program on-line through MyUNSW at the following address

http://iaro.online.unsw.edu.au/program_leave/login.main

3. Email

The University’s official form of communication to student’s is through email sent to the student’s UNSW email account at z@student.unsw.edu.au. An email sent to student’s at z@student.unsw.edu.au will be viewed as official and the School of Mathematics and Statistics will assume that it has been read within 3 working days. It is your responsibility to check these emails. You can organise your UNSW email to be redirected to your preferred e-mail account by logging on to the following address: https://www.it.unsw.edu.au/students/zmail/redirect_external.html You will need your student number and Zpass to be able to do this.

4. Notices

Any general announcement to students will be given in lectures and placed on UNSW Blackboard

5. Cheating and Plagiarism

Cheating at tests, exams or copying of assignments or any other person’s work are all treated as Academic Misconduct and dealt with accordingly. The University also has a strong policy on plagiarism. For further details, see

http://www.lc.unsw.edu.au/plagiarism/index.html

Students writing their projects should seek advice from their supervisor about adequate referencing and acknowledging of sources.

Also see

http://www.maths.unsw.edu.au/currentstudents/policy-academic-misconduct

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one’s own. Examples include:

- direct duplication of the thoughts or work of another, including by copying material,
- ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person’s assignment without appropriate acknowledgement;
- paraphrasing another person’s work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor;
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

†
Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

http://www.lc.unsw.edu.au/plagiarism/index.html

or


https://my.unsw.edu.au/student/academiclife/assessment/StudentConductPolicy.html

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne.

6. Release of Marks, Disputes over Marks

If a student has a dispute over the mark awarded then they must take the matter up as soon as possible with the tutor who marked the piece of work (or otherwise the Course Convenor). If it is not resolved at that time, then the student may appeal. For information see:

http://www.maths.unsw.edu.au/currentstudents/assessment-policies

Disputes over incorrect recording of marks must be taken up no later than the first Friday following the end of semester. For Semester 1 2013 this cut-off date is Friday 14th June. After that day no recorded during-semester mark will be changed even if we have made an error.

The provisional final marks in each Mathematics and Statistics course will be available on the Maths and Statistics secure student web portal (via Blackboard) about one week after the end of the exam. Note that this is earlier than the official final marks are released by the University so as to give students notice of possible additional assessment. This only applies to students who have submitted a Special Consideration with supporting documentation through MyUNSW. The marks are not official until they are released by the University, usually a week after this.

Disputes over final marks awarded must be taken up following UNSW guidelines with the Course Convenor, Postgraduate Co-ordinator or Head of School, as appropriate, and if necessary UNSW Student Central within 15 working days of the release of the results.
7. Special Consideration for Illness or Misadventure

Special consideration may be granted for an illness or misadventure (that is, some other event that occurs that is outside the student’s control) that affects a student’s study in more than a minor way. This does not apply to anything that affects a student’s study that is employment related as the University expects that employment will not affect a student’s study. Anything related to a student’s social or sporting life is also not included.

See also http://www.maths.unsw.edu.au/currentstudents/special-consideration-illness-misadventure

In all cases where a student wishes to ask for special consideration, then the student must have supporting documentation – either a doctor’s or counsellor’s certificate for an illness or suitable documentation of the misadventure (such as a police report).

The procedure in cases of illness or misadventure is:

a. If you miss a lecture, you do not need to notify us.

b. If you miss a mid-semester exam and the assessment is worth more than 20% then you need to apply for Special Consideration through MyUNSW.

c. Any assessment or request for extension of a piece of assessment worth less than 20%, you must talk to your Course Convenor.

d. If you miss a final exam through illness or misadventure or are significantly affected by such during the exam period, then apply for special consideration through MyUNSW, you will need to provide supporting documentation and also have the originals documents Verified by Student Central. There is no need to give a copy to the School.

e. If you have a long-term illness or misadventure then you should consult with your Course Convenor or Post Graduate Co-ordinator, as appropriate, and as early as possible. Claims for long-term problems will normally not be accepted once the examination period has started and definitely not after the results are released.

8. Additional Assessment Exams

See the full policy at http://www.maths.unsw.edu.au/currentstudents/assessment-policies

The times of Additional Assessment Exams are arranged prior to the start of each Semester for Semester 1 2013 this will be the 22nd and 23rd July.

Permission to take an Additional Assessment Exam may be granted to students who miss the final exam through illness or misadventure. For such students the Additional Assessment Exam mark will take the place of the final exam mark.

Permission to take an Additional Assessment Exam may also be granted to students who are seriously affected by illness or misadventure during the exam. Students must apply and provide original documentation through MyUNSW and Student Central.

Permission to take the Additional Assessment Exam will be shown on the provisional and official final marks by a grade of WC.

The School will try to notify students who are awarded Additional Assessment by email, but it is still the student’s responsibility to check if they have been awarded it.

All the best for your coming semester.

Donna Mary Salopek,
Post Graduate Coursework Co-ordinator
March 2013